

District of Columbia  
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

Sustainable DC 2.0 Community Engagement Event  
(Short name: Sustainable DC 2.0 Engagement)  
RFA #1817

**Publication Date:** 6/15/2018

**Application Deadline:** 11:59 PM 7/15/2018

Government of the District of Columbia  
Department of Energy and Environment  
1200 First Street, NE  
5th Floor  
Washington, DC 20002  
(202) 535-2600



## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 PURPOSE OF THE GRANTS .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE .....	5
1.6 ELIGIBILITY .....	5
1.7 DEFINITIONS .....	6
1.8 PERMISSIBLE USE OF GRANT FUNDS .....	6
1.9 GRANT MONITORING .....	6
1.10 GENERAL TERMS AND CONDITIONS.....	6
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES .....	6
1.12 DOE's AUTHORITY TO MAKE GRANTS.....	6
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW .....	7
<b>SECTION 2. SUBMISSION OF APPLICATION.....</b>	<b>7</b>
2.1 RFA RELEASE DATE.....	7
2.2 OBTAINING A COPY OF THE RFA .....	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	7
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
2.6 DOE CONTACTS.....	9
<b>SECTION 3. APPLICATION CONTENT.....</b>	<b>9</b>
3.1 FORMAT.....	9
3.2 PROPOSAL CONTENT.....	9
3.3 WORK PLAN .....	12
3.4 REQUIRED DOCUMENTS .....	12
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>14</b>
4.1 REVIEW PANEL .....	14
4.2 SCORING CRITERIA .....	14
<b>SECTION 5. GRANTEE DOCUMENT REQUIREMENTS .....</b>	<b>15</b>
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	15
<b>SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS .....</b>	<b>16</b>
6.1 REPORTING REQUIREMENTS .....	16
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>17</b>

7.1 SUMMARY: PROJECT TITLE AND AVAILABLE FUNDS .....	17
7.2 PROJECT DESCRIPTION.....	17
7.3 PROJECT DELIVERABLES.....	18
<b>APPENDICES.....</b>	<b>20</b>
APPENDIX 1 – GENERAL TERMS AND CONDITIONS .....	20
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES .....	20
APPENDIX 3 – RESERVED.....	20
APPENDIX 4 – RESERVED.....	20
APPENDIX 5 – RESERVED.....	20
APPENDIX 6 – DCPS INITIAL PROJECT FEASIBILITY REVIEW FORM.....	20

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) is to better understand whether the goals and concerns of District residents are well represented in the District’s draft updated sustainability plan, Sustainable DC 2.0. The plan update is being led by the Department of Energy and Environment (DOEE). Since April 2017, DOEE has been working with the community to incorporate resident priorities and concerns, relevant new District policies and programs, and innovative best practices in sustainability from across the country into the updated plan. However, DOEE particularly wants to make sure that the goals and concerns of residents who have not participated in the development of the plan are incorporated in the plan update. DOEE would like to creatively engage residents particularly in Wards 7 and 8 to discuss sustainability and get their informed input on how we can address their priorities within the Sustainable DC plan.

DOEE will award one to three grants of up to \$25,000. Urban Sustainability Administration (“USA”) of DOEE will administer this RFA.

### **1.2 Purpose of the Grants**

The purpose of this grant is to ensure a broader cross section of District residents understand sustainability and provide informed input on the District’s draft updated sustainability plan. For background on Sustainable DC, please visit {HYPERLINK “<http://www.sustainabledc.org>”}.

### **1.3 Source of Funds**

The source of funds for the grant is the District of Columbia Renewable Energy Development Fund.

### **1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

### **1.5 Projects and Funds Available**

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Sustainable DC 2.0 Community Engagement Grants	\$25,000

### **1.6 Eligibility**

A. The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☒-Government agencies
- ☒-Universities/educational institutions; and
- ☒-Private Enterprises.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

## **1.7 Definitions**

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

## **1.8 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

## **1.9 Grant Monitoring**

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

## **1.10 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

## **1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances**

Appendix 2, "Applicant's Promises, Certifications, and Assurances" ("PCA"), is incorporated by reference in this RFA.

## **1.12 DOEE's Authority to Make Grants**

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

### **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is 6/15/2017.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA at [doee.dc.gov](http://doee.dc.gov) or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 1817 – Sustainable DC 2.0 Community Engagement.”

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the electronic address below by 11:59 PM on 7/15/2018.

**What:** An application must be submitted online. DOEE will not accept hard copy, emailed, or faxed submissions. Exception: DOEE will accept paper in a case of hardship, at DOEE’s sole determination. Please contact DOEE at least two (2) weeks in advance of the deadline to determine if you can receive permission to submit paper.

An application includes a proposal, a budget, and the documents required in Section 3.4. The online application system will not accept an application that is incomplete. It will not allow you to submit your application past the deadline.

If you apply for more than one grant, you must complete a separate application for each project. You cannot reference attachments from another application or ones that DOEE may already have on file.

**Where:** Go to <https://zoomgrants.com/gprop.asp?donorid=2234&limited=1202>. If you do not have an existing ZoomGrants account, please create a new, free account. If you are an existing ZoomGrants account holder, log in.

Find “Sustainable DC 2.0 Community Engagement – 2018” under “Open Programs”. Click “Apply” to start your application or “Preview” to open a read-only application. When in the preview mode, you can click “Apply Now/Start Application” to start the application.

Be sure to complete the content under each of the five section tabs:

1. Summary/Application
2. Application Questions
3. Budget
4. Tables
5. Attachments

Watch this video to learn more about ZoomGrants:

<https://www.youtube.com/watch?v=4vKgUEcl6eA>

## **2.4 Award Announcement**

DOEE expects to notify each Applicant in writing of its award status within four to six weeks after the application due date.

## **2.5 Updates and Questions and Answers (Q & A)**

Additional information may become available before the application is due. It is the Applicant’s responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [SustainableDC.grants@dc.gov](mailto:SustainableDC.grants@dc.gov) with “Sustainable DC 2.0 Community Engagement” in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing [SustainableDC.grants@dc.gov](mailto:SustainableDC.grants@dc.gov) with the subject line “RE: Sustainable DC 2.0 Community Engagement – Add me to the email list.”



DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is 12 pm (noon) on the date of the application deadline.

## **2.6 DOEE Contacts**

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** [SustainableDC.grants@dc.gov](mailto:SustainableDC.grants@dc.gov) with "RE: Sustainable DC 2.0 Community Engagement" in the subject line;
- (b) **In person** by making an appointment with Dan Guilbeault at (202) 281-3957 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Dan Guilbeault RE: Sustainable DC 2.0 Community Engagement on the envelope.

## **SECTION 3. APPLICATION CONTENT**

### **3.1 Format**

All applications must be submitted online. See Section 2.3 above for details.

### **3.2 Proposal Content**

#### **(a) Title**

Give your proposal a title that describes in a few words what you want to do.

#### **(b) Descriptions**

Describe your project, who you are, and who will do the work. If you need to present graphics, include them in the "Attachments" tab of the online application.

#### **(c) Budget**

Present your budget in the "Budget" tab of the online application.

You must submit a numeric budget and a budget narrative in the “Budget” tab. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;

3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

## **(1) Partners**

Partnerships are a critical component of these grants. Depending on the project, these partnerships might be with government agencies, nongovernmental organizations (NGOs), civic and community associations, ANCs, businesses, or individuals. The Applicant must describe the partner's involvement and any resource commitments and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity. If your project does not include partnerships, indicate that and provide a brief explanation of why in "Partners" section of the application.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

### **i. District of Columbia Public Schools**

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

If the project is at a DCPS location and involves physically altering the property (example: install a rain garden), you must include a signed-off DCPS Initial Feasibility Review Form with your application. Allow DCPS Central Office a minimum of 10 business days to review your form.

### **ii. Property Owner**

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or

installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

### **iii. National Park Service**

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

### **iv. Partnering Organization**

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide.

## **3.3 Work Plan**

The application must include a proposed work plan that describes the timeline for project implementation.

## **3.4 Required Documents**

Each of the following documents must be filed as part of the online application. The online application allows you to attach documents for upload. If the document is not attached to your application, the online application system will reject the proposal. Some documents take a while to obtain, so please do not wait until the last minute to review these critical requirements.

Exception: If a government agency must issue a required document, and you requested the document and have not received it, DOEE may accept a copy of the request to the agency for the purpose of deeming the application “filed.”

### **(a) Certificate of Good Standing**

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

### **(b) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the

Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

**(c) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

**(d) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(e) Applicant’s Current Fiscal Year Budget**

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(f) Applicant’s Financial Statements**

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

**(g) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

## **SECTION 4. Review Panel and Application Scoring**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency

preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100- point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the Grantee must provide the following documents.

#### **(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount. Insurance coverage requirements depend on the specific project and entity carrying it out. Some insurance requirements listed in Appendix 1 may not apply to all projects, or there may be some additional requirements.

#### **(b) Assurance of Continued Truth and Accuracy**

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

## **SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

### **6.1 Reporting Requirements**

The grantee must submit a final report as a condition of continuing eligibility for funding. DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

### **6.2 Reimbursement of Project Expenditures and Disbursement of Funds**

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.



## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Summary: Project Title and Available Funds**

#### **Project Name**

Sustainable DC 2.0 Community Engagement Event

#### **Introduction**

The Department of Energy and Environment (DOEE) is leading the update to the District's sustainability plan, Sustainable DC. Since April 2017, DOEE has been working with the community to incorporate resident priorities and concerns, relevant new District policies and programs, and innovative best practices in sustainability from across the country into the updated plan. However, DOEE particularly wants to make sure that the goals and concerns of residents who have not participated in the development of the plan are incorporated in the plan update. DOEE would like to creatively engage residents particularly in Wards 7 and 8 to discuss sustainability and get their informed input on how we can address their priorities within the Sustainable DC plan.

#### **Project Period**

A project starts on the date of DOEE's Notice of Grant Award to the successful applicant(s). The project should be completed by September 30, 2018. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

#### **Available Funding**

A total of \$25,000 is available for this competition. DOEE expects to make one to three awards for amounts between \$10,000 and \$25,000.

### **7.2 Project Description**

DOEE is seeking creative, community-oriented approaches to engaging District of Columbia residents particularly residents of Wards 7 and 8 to better understand their feelings about sustainability and their opinions on how to change the current sustainability plan, Sustainable DC. DOEE intends to use the community input gathered as part of this grant to revise the draft updated sustainability plan Sustainable DC 2.0.

DOEE has used focus groups and surveys to collect resident input on sustainability in the past. However, DOEE would like to see creative methods of gathering actionable resident input that reaches District residents not yet involved in sustainability. Input gathered as a result of this project must be able to be incorporated into the next draft of the Sustainable DC 2.0 Plan.

As part of this project, DOEE would also like to better understand how to creatively engage residents who have not participated in sustainability events, projects, and programs in the past.

More information on Sustainable DC is available at <http://www.sustainabledc.org>

## **7.3 Project Deliverables**

### **Project Outcomes**

1. DOEE understands how to update the Sustainable DC plan with the priorities and concerns of residents not engaged with sustainability in DC.
2. DOEE better understands how to successfully engage residents who have not participated in sustainability events and projects in the past.
3. Residents (especially residents of Wards 7 and 8) who have not interacted with Sustainable DC before the grant have been engaged and feel ownership in Sustainable DC.
4. Ward 7 and 8 residents feel their concerns and priorities are present in the updated Sustainable DC grant.

### **Project Outputs**

1. Prescribed number of residents not previously involved in Sustainable DC that participated in community engagement project.
2. Actionable input on draft Sustainable DC 2.0 from Ward 7 and 8 residents as a result of project-related community engagement activity.
3. Pre- and post-event survey results demonstrating changed attitudes towards sustainability and Sustainable DC.
4. Presentation of final recommendations for further program development and implementation in both a narrative report and a PowerPoint presentation.

### **Deliverables**

A completed project must produce the deliverables proposed and accepted by DOEE as part of the Grant Award Notice. In addition, a grantee is required to submit one (1) mid-project progress report, a final report, and other updates upon request.

## Proposal Scoring

All proposals will be scored according to the criteria below. District-based businesses will be awarded five preference points, referred to in section 4.2 of this document.

Scoring Criteria	Points
<i>Project Concept</i>	65
Presents an achievable method of gathering community input on the draft Sustainable DC 2.0 plan	20
Demonstrates strong existing relationships with the community their project will focus on	15
Presents an engaging way to educate community on sustainability as part of project	15
Plan for gathering community input as result of project will result in meaningful, actionable incorporation into draft Sustainable DC 2.0 plan	10
Replicable enough for DOEE to be able to learn from its success	5
<i>Project Administration</i>	35
Involves members of the project's community of focus in the development and execution of the project	10
Presents a reasonable budget for the work proposed	10
Demonstrates experience in organizing community-focused projects in Wards 7 and 8	10
Cost effective	5
<b>TOTAL</b>	<b>100</b>

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Reserved

Appendix 4 – Reserved

Appendix 5 – Reserved

Appendix 6 – DCPS Initial Project Feasibility Review Form